



AMERICAN CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-09-01

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Administrative Assistant** (Community Liaison Officer) in the **Management Office**.

Applicants must apply on Form HR-01 (Application Form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below.)

Only applicants who are selected for an interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant,
FSN-105-07, HYA 500002
(Personal Services Agreement)

OPENING DATE: November 12, 2009

CLOSING DATE: November 25, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/NOR**: Grade: FP-7*

Ordinarily Resident: Grade: FSN-7*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT

DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Serves as the first point of contact for American employees with their issues / concerns about India and provides arrival, orientation and departure information to all American Diplomats and Officers.
- Creates and manages social events and programs and organizes sight-seeing and shopping fairs in Hyderabad for American Diplomats.
- Prepares the CLO budget, prepares the procurement wish list and is responsible for maintaining CLO funds.
- Responsible for research work involving updating, proof reading and production of the mission weekly newsletter.
- Perform other duties as assigned.

QUALIFICATIONS REQUIRED

1. College degree is required.
2. Two / three years as an administrative assistant or related field with the public in sales, tourism, public relations or office management is essential.
3. Level IV (Fluency) in English and Hindi is required.
4. Requires an in depth knowledge of host country history, attractions and tourism industry.
5. The ability to use personal computer and web-based databases and packages, software packages such as MS-Word, EXCEL, Power Point, e-mail, and CD-ROM applications is required.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website
http://hyderabad.usconsulate.gov/job_opportunities.html
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office,
U. S. Consulate General,
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad -03
or
FAX: 4033-8301
Or
E-mail: Hyderabadvacancies@State.gov

Please insert "VA# **HYD-09-01**" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the

Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **November 25, 2009**.

Cleared by: MGT - William Boyle
Approved by: MGT - William Boyle

AN EQUAL OPPORTUNITY EMPLOYER